

**CLASS TITLE: PRINCIPAL INSURANCE ANALYST**

**Class Code: 02623300**

**Pay Grade: 31A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the review, analysis, investigation, hearing and decision process as it relates to rates and forms filed by insurers or licensees, consumer complaints and investigations of insurers and licensees; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a supervisor with wide latitude for the exercise of independent judgment; work is reviewed for conformance to laws, policies, regulations and instructions.

**SUPERVISION EXERCISED:** Plans, organizes and reviews the work of professional, technical and clerical personnel.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the review, analysis, hearing and decision process as it relates to rates and forms filed by insurers or rating bureaus.

To participate at public hearings as an advisor or hearing officer and to draft written decisions on the findings.

To review, analyze, investigate and assist in the monitoring and adjudication of consumer complaints related to insurance.

To assist in the drafting, preparation, promulgation and implementation of insurance legislation and regulations.

To correspond with members of the public, their legal representatives, insurers and licensees when necessary.

To be responsible for the review of all insurance rates and form filings to insure compliance with pertinent laws, regulations and standards.

To be responsible for assisting in the implementation of public information programs concerning insurance.

To determine which rate requests or portions thereof should be forwarded to actuarial consultants for further analysis.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the state laws and regulations regarding property and casualty or life, accident and health insurance and the ability to assist in enforcement of those laws and regulations; a working knowledge of the methods and procedures used in formulating insurance regulations and standards; the ability to apply said regulations and standards to the review of rate and form submissions to determine the effect on the general public and to require further analysis by actuarial consultants; the

ability to act as hearing officer and prepare written decisions; the ability to establish and maintain effective working relationships with the general public, government officials and members of the insurance industry; the ability to oversee and evaluate staff decisions on matters of routine investigation; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing, including or supplemented by courses in business administration, accounting, business law, insurance, finance or mathematics; and

Experience: Such as may have been gained through: employment in a responsible supervisory capacity involving insurance companies.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: February 10, 1980

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